

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES COMMUNITY FOOD AND NUTRITION ASSISTANCE SUMMER FOOD SERVICE PROGRAM

SITE CHANGE WORKSHEET

SPONSOR NAME		CONTRACT NUMBER	DATE		
The Sponsor shall inform MDHSS-CFNA of changes in the application information throughout the program period. Changes may be faxed to 573-526-3679 or mailed to Missouri Department of Health & Senior Services, Community Food and Nutrition Assistance, P.O. Box 570, Jefferson City, Missouri, 65102. Changes should be sent as soon as they are known. The Sponsor must notify MDHSS-CFNA by 2:00 p.m. the day before the anticipated change is to take place. Failure to meet this deadline will result in disallowed meals. SEE ADDITIONAL INSTRUCTIONS ON REVERSE					
SITE NAME & ADDRESS	CHANGE REQUES	IESTED	EFFECTIVE DATES		
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SPONSOR SIGNATURE	DATE		MDHSS USE ONLY		
		DATE ENTERED	INITI	INITIALS	

MO 580-1892 (11-03) CACFP – 1013

SITE CHANGE WORKSHEET INSTRUCTIONS:

The Sponsor must notify MDHSS-CFNA if any of the following occur:

- Changes in meal service times
- Changes in meal types
- Increases in vended caps (i.e., estimated number of children to be served at each meal or snack service)
- Changes in operations—site closed, field trips, etc.
- Location changes
- Start/Stop date change
- Extending site operations
- Site closings
- Sites that were approved for operation, but never opened
- Changes in personnel—report changes of administrative personnel who serve as contacts to MDHSS-CFNA. Site supervisory personnel changes must also be reported to MDHSS-CFNA.
- Increases in the numbers served if the overall number of participants served increases, report the new level to MDHSS-CFNA. Failure to do so could result in a loss of funds to which your organization could be entitled.

This information must be submitted to MDHSS-CFNA so the Sponsor's file can be updated. Failure to update this information could cause a claim for reimbursement to be rejected by the claims payment system and result in delayed and/or reduced payment.

The Sponsor must notify MDHSS-CFNA by 2:00 p.m. the day before the anticipated change is to take place. Failure to meet this deadline will result in disallowed meals. If a change is to occur on a Monday, the sponsor is required to notify MDHSS-CFNA by 2:00 p.m. on Friday afternoon.

In emergency situations, such as fire, flood, or transportation breakdowns, contact MDHSS-CFNA at 888-435-1464 as soon as possible, once the situation has been assessed.